

## RECORD OF PROCEEDINGS

A meeting of the Woodmoor Water and Sanitation District No. 1 (WWSD) Board of Directors was held on March 10, 2025, at the Woodmoor Water and Sanitation District No. 1 office.

PRESENT: President Bush  
Director Martinez (remote)  
Director Beley  
Director Roddam  
Director Clewe

Manager: Jessie J. Shaffer

Operations: Dan LaFontaine

Attorney: Erin Smith

Office Manager: Cory Lynch

District Engineer: Cydney Saelens

Visitors: James Howald - Our Community News  
Dana Franzen – Public  
Tish Norman – Former WOSC Director

**I. Call to Order:** President Bush called the meeting to order at 13:02.

President Bush welcomed new Board member Dana Franzen to the meeting. Dana will be sworn in prior to the May 12, 2025, Board meeting.

**II. Reading of the Minutes:** Copies of the February 10<sup>th</sup>, 2025, meeting minutes of the Woodmoor Water and Sanitation District (WWSD) were provided to each Director.

**Motion:** President Bush stated that the information regarding WIA from the February minutes needed adjusted. Should read: Brian X. Bush was elected to remain on the WIA Board and the Board appointed him President. President Bush entertained a motion to accept the February 2025 meeting minutes with the direction that those changes will be made to the minutes. Director Roddam moved, Director Clewe seconded, and the Board unanimously approved the February 10<sup>th</sup>, 2025, minutes.

**II. New Business:**

- A. Consider Execution of 1<sup>st</sup> Amendment to the Establishing Agreement of the Loop Water Authority- The amendment addressed the two issues of the requirement for a unanimous vote and the number of Loop board members each district would appoint.

**Motion:** President Bush entertained a motion to approve the 1<sup>st</sup> Amendment to the Establishing Agreement of the Loop Water Authority by appointing Dan LaFontaine as a second board member, Cydney Saelens as an alternate and authorizing President Bush to sign. Roddam moved, Director Beley seconded, and the Board unanimously approved the Execution of 1<sup>st</sup> Amendment to the Establishing Agreement of the Loop Water Authority.

#### **IV. Old Business:**

- A. Consider Authorizing Execution of Easement Agreements with Woodmoor Improvement Association (WIA) for the Well 12R project – The Board was presented with temporary and permanent construction easement agreements and exhibits between WWSD and WIA.

**Motion:** President Bush entertained a motion to authorize the easement agreement to be signed once it has been finally approved and signed by WIA. Director Clewe moved, Director Beley seconded, and the Board unanimously approved the naming and signing to Director Roddam for WWSD for the Execution of Easement Agreements with Woodmoor Improvement Association (WIA) for the Well 12R project.

#### **V. Financial Report:**

The Board was presented with the revised and final financial statements for January 2025. Director Martinez explained that the financials will now be one month in arrears due to an accrual accounting method. The Working Construction spreadsheet was moved next to the income statement for reference and is a valuable tool to explain various line items on the income statement.

**Motion:** President Bush entertained a motion to accept the final January 2025 financial reports. Director Roddam moved, Director Beley seconded, and the Board unanimously voted to accept the final January 2025 financial reports.

#### **VI. Public Discussion:**

- A. Unscheduled People – Resident Tish Norman stated she had concerns about the lighting and noise during the time when the well is being drilled. Shaffer reported that the area would have hooded lights and soundwalls to lessen the impact.

#### **VII. Joint Use Committee Report:**

Director Clewe reported that Tri Lakes Wastewater Facility had no unusual expenditures. The facility is performing within state limits and operations are going very well. The next meeting will be on Tuesday, April 8, 2025.

#### **VIII. Chilcott Ditch / The Ranch Report:**

Operations are commencing on March 17, 2025 starting ditch maintenance with Ken and Matt. An El Paso County project of riverbank reconstruction is taking place that may affect one of the pipes. First is cleaning everything to the augmentation station and getting online for first deliveries in April. There will be the same number of employees this season doing less irrigation, but more weed control and mowing. The vision for 2026 is only weed control.

#### **IX. Manager's Report:** Shaffer provided the manager's report.

##### **1. Collaborative Organizations / Opportunities:**

- a. PPRWA – Shaffer reported that a reuse study with Colorado Springs Utilities (CSU) is in progress to see if CSU and the Loop could share some of the infrastructure. The bill that has been proposed to allow an unlimited collecting of rainwater in barrels has been postponed indefinitely. Another bill regulating how tap fees can be used was likely to pass.
- b. Loop Water Authority – Shaffer reported that the Loop opened proposals from engineers for treatment and testing. They received seven proposals and each District plus Merrick and Co. reviewed different proposals. The seven proposals were short listed to three and those

three firms will be interviewed by the Loop Board on Thursday, March 14<sup>th</sup>. The selected firm will then start designing with a goal of 20-30% completion by fall 2025. Six ARPA fund requests have been submitted with a total request of \$650,000. We are in negotiations with Cherokee Metro District for the purchase of the Sundance Pipeline and hoping to come to an agreement.

## **2. Operations Update**

- a. Water Report – LaFontaine reported that in the past three months in a row there has been an above average water loss (over 10%). The staff is on high alert for leaks, but it is difficult to notice run off this time of year. There were two well equipment failures, including Well 21 with variable frequency drive failure and Well 10 with a failed motor.
- b. Sewer Report: There was an issue on Higby with grease, but there was no sanitary sewer overflow and no homes were affected.

## **3. Engineers Report**

### **a. District Construction/Planning Projects:**

- a. Valley Vista Sewer Re-Route – We have the signed agreement with Classic Homes and the preconstruction meeting with Classic, JVA and Wildcat is scheduled for Wednesday, March 12<sup>th</sup>
- b. Main Lift Station Rehabilitation–JVA is exploring options for reroute to Greenland Lift Station.
- c. Highway 105B – Nothing to Report
- d. CWTP Dawson Well – Ran into a setback because of an issue when placing downhole equipment due to significant drifting when the hole was drilled and the size of the equipment. Hydro Resources will change equipment and pipe size.
- e. North Saddle Tap Replacements – Working towards creating plans, field investigation and finalizing project manual. Goal to present award at May board meeting.
- f. Well 12 R – Easements are being finalized and hoping for an award announcement at May Board meeting.
- g. South Tank Addition – Contractor is onsite and waiting on the weather for temperatures to rise above freezing.

## **4. WWSD Subdivision/Development Status Update**

- a. Midtown at Monument Junction – Plans were received, Saelens and JVA have reviewed.
- b. Waterside – Meeting was held with LaPlata and their engineers to give them feedback on their preliminary layout. Official review will happen once construction plans are submitted.
- c. North Bay – They are working on the utility layout and WWSD has given them clear direction.
- d. Monument Ridge East – A supplemental water agreement may be presented at the April board meeting.

## **5. Other Topics:**

- a. 2025 Election Cancelled – President Bush stated that his appointed term of office ends May 6, 2025. The Board will have the opportunity to appoint someone to fill the remaining two years of Barry Town’s term. President Bush has offered to continue to serve if the Board believes it to be in their best interest.

## **X. Special Reports & Subjects**

- A. Attorney’s Report – Pursuant to the May 12, 2025, meeting: all oaths must be taken and filed for a member to participate in any voting. The Board will need to have a meeting some time May 6-12, prior to the May 12<sup>th</sup> meeting, to appoint a member.
- B. WIA Meeting Report – Safe Roads to School is still alive and well and will be coming to WWSD about the pedestrian bridge.

**Motion:** At the time of 14:30, President Bush moved that the Board go into Executive Session. Director Roddam seconded and the Board unanimously voted to go into Executive Session.

**XI.** Executive Session pursuant to C.R.S. § 24-6-402(4): (1) Subsection (e) to determine positions relative to matters that may be subject to negotiations, develop strategy for negotiations, and instructing negotiators; and (2) Subsection (b) for a conference with legal counsel for the purpose of receiving legal advice on specific legal questions related to potential agreements with Colorado Springs Utilities.

At the time of 14:45, the Board came out of Executive Session.

**Adjournment:** There being no other business before the Board, the meeting adjourned at 14:46.

**Record of March 10, 2025, Board Meeting**

Respectfully Submitted,



William Clewe III, Secretary